

# INTERVIEWING

## Preparing for the Interview

- Review the current position description
- Review the resume/application
- Develop questions

## Interview Format

- Introduction
- Rapport-building questions
- Interview questions
  - Informational questions
  - Behavioral-based questions
  - Situational questions
- Applicant questions
- Interview close
- Check references



## Team or Panel Interviewing

- List questions, the order in which they are to be asked, and by whom before the interview
- Ensure each panel member understands the job and job requirements
- Provide each interviewer with a rating guide prior to the session
- Complete evaluations independently then discuss opinions among the panel